

CONFIDENTIAL

PER-16-SP
FBIS 1499/88
19 September 1988

MEMORANDUM FOR: Director of Medical Services

FROM:

[redacted]
Chief, Administrative Staff, FBIS

SUBJECT:

Request for Reassignment - [redacted]

1. [redacted] an employee hired under the Handicap Program, is being considered for reassignment as an Information Control Clerk in Registry, Administrative Staff, FBIS, DS&T.

2. [redacted] primary duties will include dissemination of all incoming inter-agency mail addressed to FBIS and the preparation of outgoing inter-agency mail. She will be responsible for typing courier and document receipts used on outgoing FBIS material for inter and intra-agency correspondence. [redacted] will also be required to do some pouch wrapping, ensuring that each is properly addressed and documented. In addition, she will be expected to assist in filing JPRS and DRD microfiche, and for logging in materials using the TRIS data base system, after she has received proper training.

3. [redacted] handicap would in no way impede her functioning effectively and efficiently as an Information Control Clerk. We, therefore, request that she be granted approval for reassignment from OTE to FBIS.

APPROVED:

Director of Medical Services

Date

CONFIDENTIAL

SUBJECT: Request for Reassignment - [REDACTED]

25X1

DISTRIBUTION:

Original - Addressee (return to C/AS)

1 - D/OMS

1 - AS Chrono

2 - PB Chrono

2 - FBIS Reg

1 - [REDACTED] File

25X1

DDS&T/FBIS/PERS

[REDACTED] /19Sep88

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